Job ID: 4115718
School Job ID: MVCC
Job Title: Lexington Health Network Job Fair-8/3/15 & 8/4/15-11am-3pm
Company: Lexington Health Care Center of Orland Park
Job Type: Full Time, Part Time
Location: IL
Salary:
Job Description: LEXINGTON JOB FAIR HEALTH NETWORK Lexington Health Care Center of Orland Park 14601 South John Humphrey Drive Orland Park, IL 60462 August 3 - 4, 2015 11:00 am - 3:00 pm Positions Available Include: CNAs RNs (8hr & 12hr shifts) LPNs (8hr & 12hr shifts) Weekend Supervisors 12hr & 16hr shifts) Benefits that we offer: Tuition Reimbursement 401(k) Medical/Dental Discount Program Advancement Opportunities Joint Commission Accredited We also offer new pay rates, per diem shift differentials, and Weekend RN/LPN/CNA Program! Apply Online & Walk-Ins Welcome! Go to: http://www.lexingtonhealth.com
Contact:
Apply Online: http://www.lexingtonhealth.com

Job ID: 4116318
Job Title: Fleet Systems Administrator
Company: Illinois Tollway
Job Type: Full Time
Degrees Wanted: Diploma
Location: Downers Grove, IL 60515
Salary:
Job Description: This position reports to the Fleet Manager and provides direct support to the General Manager of Maintenance and Traffic and all Managers and Supervisors in Fleet. The position is responsible for management and oversight of several functional areas Fleet. These functional areas include: Fleet Operating Budget, Fleet's Computerized Information System, Fuel System, Pool Car Operation, Tollway Contract Towing and Motorist Towing. This position is responsible for completing a variety of Fleet reports and ensuring the required reports are submitted as required to the proper entity.
Job Requirements: Special Skills/Knowledge include: Minimum 2 years experience in Management of information systems, High School Degree is a minimum requirement, Associates or Bachelors Degree in Business or demonstrated equivalent in experience preferred. Ability to managing large complex budgets is essential to this position. This position requires working knowledge and skills in Computerized Vehicle Management systems, detailed reporting and cost analysis, as well as,desktop software including spread sheets and word processing. The position requires strong communications skills and the ability to multi-task. The
vacancy requires the ability to prioritize work and develop effective and productive personal work schedules.

**Application Instructions:** To view full job posting and apply, go to www.illinoistollway.com

**Contact:** Ginny Sanchez  
**Address:** 2700 W Ogden Ave, Downers Grove, IL 60515  
**Phone:** 630-241-6800 x2335

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**Expires:** 08/10/2015  
**Job ID:** 4116329  
**Job Title:** Incident Manager  
**Company:** Illinois Tollway  
**Job Type:** Full Time  
**Degrees Wanted:** Diploma  
**Location:** Downers Grove, IL 60515  
**Salary:**

**Job Description:** Manages and directs system wide Incident Management efforts to maximize System performance and reduce impact caused by crashes, incidents, and other emergency conditions. Plans incident response efforts in construction zones, and reviews and provides operational input to all Maintenance of Traffic Plans for construction on the system. Approves daily lane closure requests and provides overall direction to Motorist Service Activities performed by Maintenance. Manages and directs System wide signing including a full-service sign manufacturing facility and administers the Tollway’s Traffic Generator and Information Signage Policy.

**Job Requirements:** 1. Four (4) prerequisite certifications are required before the incumbent can be interviewed: Federal Emergency Management Agency (FEMA) certifications of Incident Command Systems (ISC) 100, 200, 700, and 800. The prerequisite certifications will be received at the time of the scheduled interview. If the incumbent does not have them available they will not be allowed to move forward in the process. 2. High School diploma or GED required. 3. A resume is required to apply for this position. 4. Knowledge requirements for this position must be extensive in emergency roadway maintenance with 10 years experience required. 5. A strong background in all aspects of incident management and snow and ice control is required. 6. Supervisory experience with multi-crew activities is also required. 7. General familiarity with computerized maintenance management and scheduling systems is required. 8. Within 6 months of employment with the Tollway the incumbent must successfully complete the ISC 300 and 400 certification program in order to continue employment. 9. The incumbent is required have proven experience managing a sign manufacturing or related facility computer systems and personnel. 10. Position requires 24 x 7 availability to respond to major incidents on the system that impacts system performance. 11. Position requires significant knowledge of and familiarity with the Manual on Uniform Traffic Control Devices (MUTCD) and its application to high-speed limited access interstate.

**Application Instructions:** To view full job posting and apply, go to www.illinoistollway.com
Contact: Ginny Sanchez  
Address: 2700 W Ogden Ave, Downers Grove, IL 60515  
Phone: 630-241-6800 x2335

Expires: 08/10/2015  
Job ID: 4116357  
Job Title: Roadway Maintenance Administrator  
Company: Illinois Tollway  
Job Type: Full Time  
Degrees Wanted: Associates  
Location: Downers Grove, IL 60515  
Salary:

Job Description: This position reports to the Roadway Maintenance Manager and provides direct support to the Roadway Maintenance Manager, Incident Manager and all Field Managers and Supervisors. This position is responsible for a wide range of assignments, but focuses on the current Maintenance Management System (MMS) issues including development of periodic management reports reflecting the current state of the Roadway Maintenance program. Assists in the development and administration of Roadway Maintenance (cost center 64) budget and administers all roadway maintenance contracts. Provides the appropriate historical cost and operational data to facilitate an informed decision making process. Maintains accurate records covering a wide range of managerial topics and processes reports for use by Unit Managerial and Supervisory Staff.

Job Requirements: · Position requires an Associate's degree in Business or Administrative Management or progressively responsible experience in a Maintenance or related Operation for a period of 5-7 years. · Experience in data processing, particularly database and spreadsheet software is also required. · Familiarity with accounting and budgeting principles, coupled with knowledge of engineering as it relates to maintenance principles and practices is desirable. · This position requires good oral and written communication skills.

Application Instructions: To view full job posting and apply, go to www.illinoistollway.com

Contact: Ginny Sanchez  
Address: 2700 W Ogden Ave, Downers Grove, IL 60515  
Phone: 630-241-6800 x2335

Expires: 08/10/2015  
Job ID: 4116371  
Job Title: Sign Shop Supervisor  
Company: Illinois Tollway  
Job Type: Full Time  
Degrees Wanted: Diploma
Location: Downers Grove, IL 60515  
Salary: 

Job Description: Assist the Sign Shop Manager with the organization and operation of the Sign Shop Unit, including but not limited to, sign installation and maintenance, sign fabrication, traffic count activities, roadway surveys, Capital Improvement Project work, and the gathering of other essential information. 

Job Requirements: High school graduate or equivalent along with five years of signing experience in a high speed, limited access highway environment. Good written and oral communication skills. Experience with computers and Microsoft applications. Successful passage of a written test is required prior to an interview. 

Application Instructions: To view full posting and apply, go to www.illinoistollway.com 

Contact: Ginny Sanchez  
Address: 2700 W Ogden Ave, Downers Grove, IL 60515  
Phone: 630-241-6800 x2335  

Expires: 08/10/2015  
Job ID: 4116374  
Job Title: Roadway Maintenance Administrator  
Company: Illinois Tollway  
Job Type: Full Time  
_degrees wanted: Associates  
Location: Downers Grove, IL 60515  
Salary: 

Job Description: This position reports to the Roadway Maintenance Manager and provides direct support to the Roadway Maintenance Manager, Incident Manager and all Field Managers and Supervisors. This position is responsible for a wide range of assignments, but focuses on the current Maintenance Management System (MMS) issues including development of periodic management reports reflecting the current state of the Roadway Maintenance program. Assists in the development and administration of Roadway Maintenance (cost center 64) budget and administers all roadway maintenance contracts. Provides the appropriate historical cost and operational data to facilitate an informed decision making process. Maintains accurate records covering a wide range of managerial topics and processes reports for use by Unit Managerial and Supervisory Staff. 

Job Requirements: · Position requires an Associate's degree in Business or Administrative Management or progressively responsible experience in a Maintenance or related Operation for a period of 5-7 years. · Experience in data processing, particularly database and spreadsheet software is also required. · Familiarity with accounting and budgeting principles, coupled with knowledge of engineering as it relates to maintenance principles and practices is desirable. · This position requires good oral and written communication skills. 

Application Instructions: To view full job posting and apply, go to www.illinoistollway.com
Job ID: 4116217
Job Title: Automotive Technicians - Open House Hiring Event
Company: Bridgestone Retail Operations
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: Woodridge, IL 60517
Salary: DOE

Job Description: Automotive Technicians - Open House Hiring Event!! Firestone Complete Auto Care is hosting a Hiring Event for Automotive and Customer Service Technicians for ALL of our locations in the Aurora, IL Area!! Locations Include: Aurora North Aurora Montgomery Oswego St. Charles Fox Valley Batavia Elgin INTERVIEW DAY!!! Join us for a day of interviewing at your convenience Bridgestone Firestone Region Office 2100 Internationale Rd Woodridge, IL 60517 Tuesday, August 11th, 2015 8:00am to 5:00pm Positions Available: Entry Level Technician Senior Technician Lead Technician Retail Sales Teammate Store Management Trainee PLEASE APPLY TO THIS POSTING TO RESERVE YOUR SPOT FOR AN INTERVIEW

Job Requirements: Entry Level Mechanic / Technician * Maintains an organized neat and safe bay. * 1-2 years of automotive mechanical diagnosis, problem-solving and repair experience to succeed in this position. * A high level of motivation and energy and strong customer service skills are also required. Senior Mechanic / Automotive Technician * At least 2-3 years of strong automotive mechanical diagnosis, problem-solving and repair experience * 3 ASE certifications are preferred for this position. * You'll also need a high level of motivation, energy and a customer-focused attitude. Lead Mechanic / Master Technician * 5+ years of automotive mechanical diagnosis, problem-solving and repair experience as you mentor and teach Teammates while discussing problems with customers * You will also need strong leadership skills and a customer-focused attitude to go along with a high level of motivation and energy. * 5 ASE certifications are preferred. * Must have a Valid Driver's License. * Pre-employment drug test/physical/ background check will help assure we build teams of people who can best work with others and serve customer needs. We offer over 31 Benefits and Privileges to include medical, dental, vision, 401K, cash balance retirement plan and more. Over 100 years of success is an indication of the stability our workforce enjoys. We Promise to Care We understand that we offer more than just car service. We rescue people from bad days and we offer solutions for difficult situations. We are people of integrity and we believe that fundamental honesty is the keystone of our business. We are committed to doing the hard work necessary to earn the loyalty of our teammates and our customers by providing a positive
experience every time. We are proud and passionate to represent the brand of Bridgestone. Every day, in every store, with every teammate and every customer....We promise to care. Our Purpose To be the most trusted provider of automotive care in every neighborhood we serve. We are An Equal Opportunity Affirmative Action Employer, in fact, "One of our strengths is found in our commitment to serve a diverse customer." Questions? Contact Autumn @ SMITHAUTUMN@BFUSA.COM

**Application Instructions:** PLEASE APPLY TO THIS POSTING TO RESERVE YOUR SPOT FOR AN INTERVIEW

**Contact:**

**Address:** 2100 Internationale Pkwy, Woodridge, IL 60517

**Apply Online:** http://firestonecompleteautocare-bridgestone.icims.com/jobs/61271/automotivetechnician-job-fair----open-house-hiring-event%21--8-11-2015----all-skill-levels-%21/job?mode=view

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**Expires:** 08/11/2015

**Job ID:** 4117551

**Job Title:** Retail Positions - Open House Hiring Event

**Company:** Bridgestone Retail Operations

**Job Type:** Full Time

**Location:** Woodridge, IL 60517

**Salary:** DOE

**Job Description:** Retail Positions - Open House Hiring Event!! Firestone Complete Auto Care is hosting a Hiring Event for Automotive and Customer Service Technicians for ALL of our locations in the Aurora, IL Area!! Locations Include: Aurora North Aurora Montgomery Oswego St. Charles Fox Valley Batavia Elgin INTERVIEW DAY!!! Join us for a day of interviewing at your convenience Bridgestone Firestone Region Office 2100 Internationale Rd Woodridge, IL 60517 Tuesday, August 11th, 2015 8:00am to 5:00pm Positions Available: Entry Level Technician Senior Technician Lead Technician Retail Sales Teammate Store Management Trainee PLEASE APPLY TO THIS POSTING TO RESERVE YOUR SPOT FOR AN INTERVIEW

**Job Requirements:** * Development and Retention of Teammates. * Building Customer Satisfaction & Loyalty. * Providing Tire and Auto Products and Services. * Creating Results for Teammates, Customers, and the Company. * The Merchandising, Advertising and Promotion of Products and Services. * Selecting, Coaching and Developing Store Teammates. * Involvement in every aspect of the store operation. * Energetic responsiveness to every customer, on the phone and in the store. * Attention to each customer's needs: documenting and determining the best response and solution to a wide variety of situations. * Communicate accurately to sales teammates and technicians to establish time commitments that meet our standards and exceed the standards of our BOSS (the customer). * Following proper checkout procedures: explaining all warranties and options to our BOSS (the customer), thanking them for their visit, and conveying our true appreciation for their business. * Ability to step up to duties as assigned.
Qualifications: * Demonstrated success in retail sales management is a plus. * Valid driver's license required. * Pre-employment drug test/physical/background check will help assure we build teams of people who can best work with others and serve the needs of our customers. Our Education and Development Programs: Our Manager Trainees attend our New Teammate Orientation (NTO) where our talented automotive education managers provide a one week course and outline of our business. In addition, we offer many ongoing education courses for all of our teammates as they progress through our organization. We offer over 31 Benefits and Privileges to include medical, dental, vision, 401K, cash balance retirement plan and more. Over 100 years of success is an indication of the stability our workforce enjoys. Bridgestone Retail Operations, LLC employs over 22,000 teammates in North America and operates more than 2,200 company-owned stores. The store locations include Firestone Complete Auto Care, Tires Plus, Expert Tire, and Wheel Works. With 2,200 locations across America and over $3 billion in tire and auto service sales, Bridgestone Retail Operations is the right place to build a career. Learn more! We Promise to Care We understand that we offer more than just car service. We rescue people from bad days and we offer solutions for difficult situations. We are people of integrity and we believe that fundamental honesty is the keystone of our business. We are committed to doing the hard work necessary to earn the loyalty of our teammates and our customers by providing a positive experience every time. We are proud and passionate to represent the brand of Bridgestone. Every day, in every store, with every teammate and every customer....We promise to care. Our Purpose To be the most trusted provider of automotive care in every neighborhood we serve. We are An Equal Opportunity Affirmative Action Employer, in fact, "One of our strengths is found in our commitment to serve a diverse customer population with diverse teams of teammates." Questions? Contact Autumn @ SMITHAUTUMN@BFUSA.COM

Application Instructions: PLEASE APPLY TO THIS POSTING TO RESERVE YOUR SPOT FOR AN INTERVIEW

Contact:
Address: 2100 Internationale Pkwy, Woodridge, IL 60517

Expires: 08/14/2015
Job ID: 4115169
Job Title: Office Assistant
Company: Kane-DuPage Soil and Water Conservation District
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Office Assistant
Location: Saint Charles, IL 60175
Salary: $9-$11/hr
Job Description: Aid walk-ins, answer telephones, process mail, assist with organization of files and filing. Maintain computer databases and other computer generated information. Provide limited bookkeeping support. Provide any other support deemed necessary to carry out the programs of the Kane-DuPage Soil and Water Conservation District.

Job Requirements: Proven computer and communication skills, be able to handle multiple tasks, enjoy working with people, be a self-starter willing to accept responsibilities and have the ability to understand technical information. Familiarity with QuickBooks a plus.

Application Instructions: Mail employment application available at www.kanedupageswcd.org and resume to Kane-DuPage SWCD 2315 Dean St. Suite 100 St. Charles, IL 60175 or email to elizabeth.hagenmoeller@kanedupageswcd.org

Contact: Elizabeth Hagen-Moeller
Address: 2315 Dean St. Suite 100, St. Charles, IL 60175
Phone: 630-584-7961 Ext. 3
Email: elizabeth.hagenmoeller@kanedupageswcd.org

Expires: 08/15/2015
Job ID: 4115527
Job Title: Work Order Processor
Company: Hillcrest Property Management
Job Type: Part Time
Location: Lombard, IL 60148
Salary: $10.30

Job Description: Receive requests from association members for maintenance services. Document requests. Dispatch workers to site for service. Follow up on services rendered. Duties require relief for central switchboard about three times per day or more. Hours will be 3 to 6 hours per day Monday thru Friday. Hours will be scheduled during regular day time office hours.

Job Requirements: 1) One to five years office experience in residential service industry With preference in condominium management 2) Ability to communicate both verbally and in writing 3) Minimum keyboard speed of 45 words per minute 4) Familiar with MS Office and ability to do MS Excel spreadsheets 5) Ability to work well with others in achieving excellent quality Service to our clients. 6) Ability to work in fast paced environment. Good attendance Is essential.

Application Instructions: FAX or Mail resume to Hillcrest Property Management 55 West 22nd Street, Suite 310, Lombard, IL 60148 FAX 630 627 0033

Contact: Helen Kocemba
Address: 55 West 22nd Street Suite 310, Lombard, IL 60148
Phone: 630-627-3303
Fax: 630-627-0033
Email: hkocemba@hillcrestmgmt.com
Expires: 08/18/2015  
Job ID: 4111952  
Job Title: Police Services Clerk  
Company: Village of Streamwood  
Job Type: Full Time  
Degrees Wanted: Associates  
Location: Streamwood, IL 60107  
Salary: 28,214  
Job Description: Maintain police records and files. Clerks rotate between day and evening working shifts every 2 months. $28,214+benefits. Requires AA degree or equivalent, 30 wpm, basic computer skills, able to pass background check. Job description available at www.streamwood.org and Village Hall, 301 East Irving Park Road. Applications accepted until Noon, August 18, 2015. EOE  
Contact: Karen Gray  
Address: 301 E Irving Park Road, Streamwood, IL 60107  
Phone: 630-736-3804

Expires: 08/21/2015  
Job ID: 4107731  
Job Title: Golf Center - Ball Picker  
Company: Des Plaines Park District  
Job Type: Part Time  
Location: Des Plaines, IL 60016  
Salary: $8.50 - 12.00  
Job Description: Clear range of golf balls to ensure fluid operation of the Golf Center (353 N. River Road) and assure that customers always have balls available to hit. In addition, help with other seasonal duties as assigned by supervisor. For a complete job description, please visit the Des Plaines Park District website at www.dpparks.org.  
Job Requirements: Must be at least 18 years of age.  
Application Instructions: Please visit the Des Plaines Park District website to apply online.  
Contact: Desiree van Thorre  
Address: 2222 Birch Street, Des Plaines, IL 60018  
Phone: 847-391-5700  
Fax: 847-391-5707  
Apply Online: http://www.applitrack.com/dpparks/onlineapp/  

Expires: 08/21/2015
Job ID: 4107768  
Job Title: Golf Center - Deck Attendant  
Company: Des Plaines Park District  
Job Type: Part Time  
Location: Des Plaines, IL 60016  
Salary: $8.50 - 12:00  
Job Description: The Deck Attendant is responsible for customer service, safety and minor maintenance on the driving range decks at the Des Plaines Golf Center (353 N. River Road). For a complete job description, please visit www.dpparks.org.

Application Instructions: To apply, please visit www.dpparks.org.

Contact: Desiree van Thorre  
Address: 2222 Birch Street, Des Plaines, IL 60018  
Phone: 847-391-5700  
Fax: 847-391-5707  
Apply Online: http://www.applitrack.com/dpparks/onlineapp/

Expires: 08/21/2015  
Job ID: 4108293  
Job Title: Part-Time Coaching Position  
Company: Kids First Sports Safety, Inc.  
Job Type: Part Time  
Location: Lemont, IL 60439  
Salary: $10-$20 per hour  
Job Description: Kids First Sports Safety, Inc. (Leader in youth sports fundamentals) Part time coaching job: The Kids First network has locations in most suburbs allowing Coaches to work close to where they live! Pay $10-$20/hr. Hiring Coaches for the following Sports: Soccer, Football, Track & Field, Cheerleading, Volleyball, Basketball, and Tumbling/Gymnastics - Teach small groups of kids' ages 3-5, 6-8, 9-14 year olds the fundamentals of these sports. Quality individuals looking for a part time job coaching kids in Downers Grove, Naperville, Aurora, Northlake, Des Plaines, Lemont and many more! Kids First Coaches can forecast their schedule around work, college classes, etc.; further identify sports you have a desire to teach within a travel radius once trained. Kids First runs programs in 50+ Park Districts

Application Instructions: Send resumes to: Kids First Sports Safety, Inc. 220 Main Street - Lemont, IL 60439 or call: 630-257-5438, or fill out our on-line hiring application at: www.kidsfirstsports.net  
Contact: Morgan Singel  
Address: 220 Main St., Lemont, IL 60439  
Phone: 630-257-5438
**Job ID:** 4108909
**Job Title:** Maintenance Controls Technician
**Company:** Gonnella Baking Co.
**Job Type:** Full Time
**Location:** Aurora, IL 60502
**Salary:** $30- $40.00 HR

**Job Description:** Responsible for leading the trouble shooting of equipment control problems, upkeep of the LPS, MES, and other automation control systems, programing of control devices such as PLG's, HMIS and VED's as needed. Participate in the Design. Specification setting and installations of new equipment. We would like someone who has at least 4-5 years of experience.

**Application Instructions:** To be consider please e-mail your resume to Jim Mazukelli at jmazukelli@gonnella.com or Fax your resume to (847) 884-8857

**Contact:** Jim Mazukelli
**Address:** 2535 Church Rd., Aurora, IL 60502
**Phone:** (847) 884-8829
**Fax:** (847) 884-8857
**Email:** jmazukelli@gonnella.com

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**Expires:** 08/21/2015
**Job ID:** 4108926
**Job Title:** Ophthalmic Technician
**Company:** Eye Physicians
**Job Type:** Full Time, Part Time
**Degrees Wanted:** Associates
**Majors Wanted:** Ophthalmic Technician
**Job Target:** Any Job Target
**Location:** Libertyville, IL

**Salary:**

**Job Description:** Perform case histories, visual acuity measurements, refractions, visual field testing, OCT testing, fundus camera testing, contact lenses care, provide superior patient care, experience with fitting glasses a plus. Competitive Salary with excellent benefits.

**Application Instructions:** Please e-mail your resume to Sharon Shutter at info@libertyvilleye.com OR Fax your resume (847)362-0428.

**Contact:** Sharon Shutter
**Address:** 1880 West Winchester Road, Suite 105, Libertyville, IL 60044
**Phone:** (847) 362-3811
**Fax:** (847) 362-0428
Email: info@libertyville.com

Job ID: 4108954
Job Title: Invoicing and shipping Agent
Company: Alpina Manufacturing LLC
Job Type: Full Time, Part Time
Location: Chicago, IL 60707
Salary: $12-$15
Job Description: Entering invoices for frame orders, working with FEDEX and UPS online shipping software and helping sales team. Candidate needs fast, accurate typing and good organizational skills. Part-time flexible schedule. No travel or weekend work. Perfect for new graduate or part time student who is looking to grow with us. At least 1 year experience.
Application Instructions: E-mail your resume to Darius Augustine at darius@fastchangeframes.com
Contact: Darius Augustine
Address: 6460 West Cortland, Chicago, IL 60707
Email: darius@fastchangeframes.com

Expires: 08/22/2015

Job ID: 4108956
Job Title: Picture Frame Customer Service
Company: Alpina Manufacturing LLC
Job Type: Full Time, Part Time
Location: Chicago, IL 60707
Salary: Competitive Salary
Job Description: Selling framing systems to the print graphics and advertising industry nationwide. Duties would include giving clients frame and pricing information, preparing quotes and providing outstanding customer services. Basic Mechanical and math needed to talk about sizes and measurements of frames. Word, Excel and Outlook familiarity needed. 1 year experience
Application Instructions: E-mail your resume to Darius Augustine at darius@fastchangeframes.com
Contact: Darius Augustine
Address: 6460 W. Cortland St., Chicago, IL 60707
Email: darius@fastchangeframes.com

Job ID: 4109497
Job Title: Rug Handlers
Company: The Dump  
Job Type: Full Time, Part Time  
Location: Lombard, IL 60148  
Salary:  
Job Description: Are you looking for full-time, stable employment? Are you willing to start with an entry-level position and allow our management team to groom you for endless opportunities? Well The Dump is hiring for Rug Handlers! GENERAL RESPONSIBILITIES: Responsible for all aspects of moving, opening, locating, stocking, inspecting and counting merchandise; providing administrative support and customer pick up in warehouse and store. ESSENTIAL FUNCTIONS: Meet or exceed productivity standards Communicate all inventory issues to appropriate Manager Adhere to all safety and security regulations and report concerns to management Maintain a clean, neat work area Ability to move furniture up to 75 lbs. Must be available to work each scheduled shift and should report to work on time EDUCATION AND TRAINING: * Education: High school diploma or GED * Experience: 1-6 months general warehouse experience * Skills: Basic Computer knowledge The ideal candidate will possess the following attributes: * Must have experience driving order pickers * Ability to handle fast paced environment * Ability to work a flexible schedule including nights and weekends. * Strong customer service skills * Excellent dependability The Dump is an Equal Opportunity Employer and Drug Free Workplace.  
Application Instructions: Please submit resumes by email or apply in person.  
Contact:  
Address: 2860 S. Highland Ave, Lombard, IL 60148  
Email: jquintana@thedump.com  

Expires: 08/22/2015  
Job ID: 4109534  
Job Title: Furniture Handlers/Lead Furniture Handler  
Company: The Dump  
Job Type: Part Time  
Location: Addison, IL 60101  
Salary:  
Job Description: Are you looking for a job with advancement possibilities? Are you looking to start at an entry-level position and work your way to the career of your choice? If you answered YES to either of these questions, this may be the job for you. GENERAL RESPONSIBILITIES: Responsible for all aspects of moving, opening, locating, stocking, inspecting and counting merchandise; providing administrative support and customer pick up in warehouse and store. ESSENTIAL FUNCTIONS: Meet or exceed productivity standards Communicate all inventory issues to appropriate Manager Adhere to all safety and security regulations and report concerns to management. Maintain a clean, neat work area Ability to move furniture up to 75 lbs. alone and up to 150 lbs. with assistance as needed. Must be available to work each scheduled shift and should report to work on time. EDUCATION AND TRAINING: Education: High school
diploma or GED Experience: 1-6 months general warehouse experience Skills: Basic Computer knowledge The Dump is an E/O/E and Drug Free Workplace.

**Application Instructions:** Please submit resumes to twachter@thedump.com or apply in person at 164 N. Meadow Rd, Addison, IL.

**Contact:**
**Address:** 164 N. Meadow Rd, Addison, IL 60101

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**Job ID:** 4109685

**Job Title:** School Age Care Group Leader

**Company:** Norridge Park District

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Early Childhood Education, Paraprofessional Educator, Physical Education

**Job Target:** Any Job Target

**Location:** Norridge, IL 60706

**Salary:** $10.00 per hour

**Job Description:** The Norridge Park District's School Age Program is seeking energetic and enthusiastic candidates who enjoy working with children ages 5-12 years of age. Responsibilities include supervising children, assisting with homework, planning and facilitating recreational activities. Part-Time Monday-Friday, 2-6pm.

**Job Requirements:** DCFS School Age Worker qualifications: at least 18 years of age, 30 semester or 45 quarter hours of credit from an accredited college with 6 semester or 9 quarter hours related to school age child care, child development, elementary education, recreation, camping, or other related fields. Age 21 and good driving skills optional for child care bus driving.

**Application Instructions:** Go to www.norridgepk.com for an employment application Call 708 453 2141 for information and to set up an interview. Ask for Christine, Eileen, or Lupe.

**Contact:** Christine Szymanski

**Address:** 8151 W. Lawrence Ave, Norridge, IL 60706

**Phone:** 708 453 2141

**Fax:** 708 453 6024

**Email:** cszymanski@norridgepk.com

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**Expires:** 08/22/2015

**Job ID:** 4109759

**Job Title:** Preschool Assistant Teacher

**Company:** Norridge Park District

**Job Type:** Part Time
**Degrees Wanted:** None Required  
**Majors Wanted:** Early Childhood Education  
**Job Target:** Any Job Target  
**Location:** Norridge, IL 60706  
**Salary:** $9.00 per hour  

**Job Description:** The Norridge Park District’s Early Care & Preschool Academy is seeking a mature, patient, cheerful candidate who enjoys working with children ages 3-5 years of age to assist the lead teacher in our quality preschool program.  

**Job Requirements:** Year round part-time position. Sept-May hours are 8:30 - 3pm; June-Aug preschool camp hours are 8:30 - 12noon.  

**Application Instructions:** Applications available on www.norridgepk.com or call 708 452 2141 for information and to set up an interview.  

**Contact:** Christine Szymanski  
**Address:** 8151 W. Lawrence Ave, Norridge, IL 60706  
**Phone:** 708 453 2141  
**Fax:** 708 453 6024  

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**Expires:** 08/22/2015  
**Job ID:** 4109763  
**Job Title:** Early Childhood Substitute/Floater  
**Company:** Norridge Park District  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Early Childhood Education  
**Job Target:** Any Job Target  
**Location:** Norridge, IL 60706  
**Salary:** $10.00 per hour  

**Job Description:** Norridge Park District's Early Care and Preschool Academy is seeking confident, patient, and caring candidates who enjoy working with children in a quality child care and educational setting. Responsibilities include working in our Early Care, Preschool, and/or School Age Care classrooms as a lead teacher substitute or extra support staff.  

**Job Requirements:** DCFS qualifications include: 60 semester hours or 90 quarter hours of credits from an accredited college or university with 6 semester hours or 9 quarter hours in courses related directly to child care and/or child development from birth to age 6 or a current Child Development Associate (CDA)credential. Part-Time mornings, M-F.  

**Application Instructions:** go to www.norridgepk.com to download an employment application. Call (708)453 2141 to set up an interview, ask for Christine, Eileen, or Lupe.  

**Contact:** Christine Szymanski  
**Address:** 8151 W. Lawrence Ave, Norridge, IL 60706
Expires: 08/22/2015
Job ID: 4109800
Job Title: After School Care Assistant
Company: Norridge Park District
Job Type: Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Paraprofessional Educator
Job Target: Any Job Target
Location: Norridge, IL 60706
Salary: $8.50 per hour
Job Description: Norridge Park District’s School Age Program is seeing energetic and enthusiastic candidates who enjoy working with children ages 5-12 years old. Responsibilities include supervising children, assisting with homework and facilitating recreational activities.
Job Requirements: Must be at least 18 years old with a High School Graduate.
Application Instructions: download application: www.norridgepk.com, go under employment. Complete ap and turn it in to the Child Care Center, or call 708 453 2141 to set up an interview.
Contact: Christine Szymanski
Address: 8151 W. Lawrence Ave, Norridge, IL 60706
Phone: 708 453 2141
Fax: 708 453 6024

Job ID: 4110784
Job Title: Insurance Sales/Customer Services Professional
Company: Allstate Insurance - Stevenson Agency III LTD
Job Type: Full Time, Internship, Part Time
Location: Westchester, IL 60154
Salary: 
Job Description: Allstate Insurance Agency has an opening for a full-time or Part-time individual. Candidates must be self-motivated with a CAN-DO positive attitude. Insurance Sale/Customers Services Professional (CSP) opportunities for customer-oriented individuals. Opportunity to work as a member of a team. As a representative of our office our office Key Responsibilities: - Ensure positive customers experience with every interaction - Providing excellent customer service - Conducting needs-based policy reviews and updating policies and coverage as needed - Maintaining accurate documentation in agency systems - Maintain
required licenses if applicable - Must have excellent communication skills - Ability to effectively work with teammates to ensure seamless customer experience Compensation -Base Salary plus Bonus (Full-time Employees- Paid Time Off & Paid Holidays) - Strong computer skills

**Job Requirements:** We would like the following skills - Must have ability to multi-task - Strong organizational skills - High School Diploma or equivalent preferred - Confident, self-starter, Upbeat, and Enthusiastic individual who works well with others - A Property & Casualty license with one year minimum insurance agency experience preferred - Spanish/English Speaking (Preferred) - Unlicensed candidates who are willing to obtain their property and casualty licenses may also be considered.

**Application Instructions:** To apply please e-mail your resume to Tommy Murray at tmaalresumes@comcast.net

**Contact:** Tommy Murray  
**Address:** 9999 W Roosevelt Road Suite 100, Westchester, IL 60154  
**Phone:** 262-705-6594  
**Email:** tmaalresumes@comcast.net

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**Expires:** 08/22/2015  
**Job ID:** 4110786  
**Job Title:** Insurance Producer/Administrator  
**Company:** Allstate Insurance - Stevenson Agency III LTD  
**Job Type:** Full Time, Internship, Part Time  
**Location:** Westchester, IL 60154  
**Salary:**

**Job Description:** Work with increase agency production by contacting potential prospects via telephone or face to face contact. Using scripts. Marketers contact and inform prospects of the agency’s products and services for the purpose of securing sales appointment for the agent. Assist various administrative duties. You will be responsible to - Contact businesses or private individual’s prospects via telephone in order to secure appointment for agents. - Record names, addresses, date/time, and reactions of prospects contacted - Telephone or write letters to respond to correspondence from customers or to follow up initial sales contacts. - Set appointments for office - Assist in online marketing with social media - Various administrator duties

**Job Requirements:** Must be: -18 years old or older -Able to use Windows Office Tools - No Criminal History -Pursuing degree in Business Administration -Bi-lingual Spanish and English a+ but not required

**Application Instructions:** To apply please e-mail your resume to Tommy Murray at tmaalresumes@comcast.net

**Contact:** Tommy Murray  
**Address:** 9999 W Roosevelt Road Suite 100, Westchester, IL 60154  
**Phone:** 262-705-6594
Email: tmaallresumes@comcast.net

Expires: 08/22/2015
Job ID: 4110788
Job Title: Part Time Reservations/Customer Service Agent
Company: Dynamic Airways
Job Type: Part Time
Location: PARK RIDGE, IL 60068
Salary:


Contact: Rosa Avelar
Address: 1034 BUSSY HWY, PARK RIDGE, IL 60068
Email: ravelar@flydya.com

Expires: 08/23/2015
Job ID: 4111315
Job Title: part time LPN
Company: Bloomington Normal Treatment Center
Job Type: Part Time
Degrees Wanted: License
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Normal, IL 61761
Salary: negotiable; hourly
Job Description: We are looking for a part time LPN to assist with client intakes, blood draws, urine drug screens, record keeping, and medication dispensing. We need Monday, Wednesday, Thursday 6-11am and Saturdays 7-11am. Small clinic; great work environment.

Application Instructions: Please email or mail your resume. You may call if you have questions before you apply.

Contact: Linda Barber
Address: 303 Landmark Drive Suite 2B, Normal, IL 61761
Phone: 309-808-2388
Email: bntc@methadonetreatmentcenter.com

Job Title: Pharmacy Technician
Company: PURE Compounding Pharmacy
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Pharmacy Technician, Science
Job Target: Any Job Target
Location: Naperville, IL 60563
Salary:

Job Description: Pure(tm) Compounding Pharmacy Naperville, IL Is an independent retail pharmacy looking for a Licensed Pharmacy Technician. The position will start off part-time (24-32 hours) We specialize in compounding prescriptions that are allergy and additive free. Our retail pharmacy hours are: M-F: 9am-5:30pm Sat: 8am-Noon Closed Sundays and Holidays. Physical demands of the job would include standing for a majority of the shift, use of compounding equipment and lifting. Qualifications of our applicants will include excellent written, verbal and math skills, detail oriented, reliable, works well independently as well as with others, and can provide excellent customer service to our patients. Compounding experience, including sterile compounding capabilities is highly desired, but we will train the right candidate. A current Illinois Pharmacy Technician license is required, certification is a plus. Starting Salary: $13/hr based on experience

Application Instructions: Please send resume to pharmacist@purecompounding.com

Contact: Leslie Ferguson
Address: 603 E. Diehl Rd Ste 131, Naperville, IL 60563
Phone: 630-995-4300
Fax: 630-955-4301
Email: pharmacist@purecompounding.com

Expires: 08/23/2015
Job ID: 4111537
Job Title: Machinist and General Labor  
Company: Imperial Punch & Mfg., Inc.  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Rockford, IL 61104  
Salary:  
Job Description: Imperial is looking for a multi-tasker for our fast paced environment. Responsibilities include Inspection, Shipping, Receiving, Machining and General Labor. No experience necessary! Get paid to learn new skills!!! Must be able to lift 75lbs and work 40+ hours per week. Attendance and punctuality a must! Paid vacation, paid holidays, insurance. 1st shift opening, with possible overtime. Must be able to lift 75lbs and work 40+ hours per week. Attendance and punctuality a must! $12 per hour with opportunities for growth.  
Contact: Sarah Johnson  
Address: 2016 23rd Avenue, Rockford, IL 61104  
Phone: 815.226.8200  
Expires: 08/23/2015  
Job ID: 4112127

Job Title: Exercise Room Attendant  
Company: Westlake Hospital Fitness Center  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Physical Education  
Job Target: Any Job Target  
Location: Melrose Park, IL 60160  
Salary: $9.52-$14.00  
Job Description: Westlake Hospital Fitness Center is looking for an enthusiastic, hardworking, and self-motivated part-time Exercise Room Attendant to provide customer service assistance to Fitness Center members and Physical Therapy patients. Working the afternoon/closing shift, duties include equipment and class instruction, facility maintenance, and clerical support. Must have current CPR certification or be willing to obtain it within one month of hire. Strong customer skills and computer knowledge a must. Students enrolled in a Kinesiology/Health Science program are encouraged to apply. Hours Needed Monday-Thursday 3:45 pm - 7:15pm Friday 3:45 - 6:15 pm  
Application Instructions: To apply please e-mail your resume to Heather Angone and fill out an application at www.wlhospital.com.  
Contact: Heather Angone
Expire: 08/25/2015
Job ID: 4110359
Job Title: Product Manager
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Bachelors, Masters
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Arlington Heights, IL 60004
Salary: 90,000-110,000 BOE

Job Description: This role is responsible for driving the product roadmap, continuing and extending the company's leadership in next generation messaging and content storage solutions for enterprises. It requires both business acumen, technical savvy, and the ability to shoulder responsibilities in a dynamic environment. Requires collaboration with key personnel to define product release requirements, identify and justify new product investment initiatives, seek input from our global sales organization, and also work with local product implementation teams to ensure smooth roll-out of new products. Leadership, high energy, drive and work ethic is of great importance for this role.

Job Requirements: * Must have 8+ years of product management in high growth companies in the mobility space. * Technically experienced with mobile telecommunications. * Experience working with Systems Engineering, R&D Management, Sales, Marketing, Customer Advocacy and Operations. * Demonstrated experience in communicating with C-Level managers. * BS or Masters Preferred in Engineering, Business and or Computer Science

Application Instructions: For immediate consideration, please submit your current resume to admin.assistant@thehiresolution.net

Contact: Beatriz Armenta
Address: 1S443 Summit Ave, Oakbrook Terrace, IL 60181
Phone: 630-953-7370
Fax: 630-953-7380
Email: barmenta@thehiresolution.net
Apply Online: http://thehiresolution.net

Expires: 08/25/2015
Job ID: 4110367
Job Title: Executive Administrator  
Company: The Hire Solution  
Job Type: Full Time  
Degrees Wanted: Bachelors  
Location: Downers Grove, IL 60515  
Salary: 40,000-50,000 BOE  
Job Description: Qualified candidate will assist President of the company in everyday task. Task include but are not limited to; handle social media accounts, prepare bids and proposals, create PowerPoint presentations, help write and edit blogs, make appointments with C-level executives, assist President with meetings.  
Job Requirements: * Bachelor's Degree and 5 years of recent experience assist a President, VP or executive. * Proficiency in MS Office. * Excellent written and editing skills. * Experience in preparing bids and proposals. * Social media skills are a must. * Must able to work in a fast paced environment.  
Application Instructions: For immediate consideration, please submit your current resume to admin.assistant@thehiresolution.net  
Contact: Beatriz Armenta  
Address: 1S443 Summit Ave, Oakbrook Terrace, IL 60181  
Phone: 630-953-7370  
Fax: 630-953-7380  
Email: barmenta@thehiresolution.net  
Apply Online: http://thehiresolution.net

Expires: 08/25/2015  
Job ID: 4112525  
Job Title: Driver Courier  
Company: UNI-CARRIER,, INC.  
Job Type: Full Time, Internship, Part Time  
Location: DARIEN, IL 60561  
Salary: competitive  
Job Description: Ideal for full & part-time students !!!! Full & Part-time positions available! ALL applicants should apply in person ONLY! DRIVE our vehicles! Please meet the following minimum requirements: *21 years of age minimum. *Read...write speak ENGLISH as primary language. *Knowledge of City & suburbs a plus. *Ability to lift at least 75lbs. without assistance. *Ability to read map(s). *Valid ILL. Driver License PASS DOT physical We offer benefits for Full-Time; grp. medical, dental ins.; paid vacation & holidays; 401K; uniforms; vehicle furnished & more. APPLY in person ONLY..... UNI-CARRIER, INC. 1000 No. Frontage Rd.-Ste. A DARIEN *EAST of Cass Ave.....NORTH of I-55 (Please no phone calls or e-mails)
Job Requirements: PASS D.O.T. physical Valid ILL. D. L.


Contact:
Address: P.O. BOX 794, Westmont, IL 60559
Phone: (630)434-7000

Expires: 08/25/2015
Job ID: 4112526
Job Title: SALES REPRESENTATIVE--female or male
Company: UNI-CARRIER, INC.
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Darien, IL 60561
Salary: competitive

Job Description: We are an established delivery service within the s.e dupage county area. We desire a professional individual for in-outside sales, client maintenance. New leads are furnished, position will be salaried with a commission. Qualifications; High School education (college ideal), valid ILL. driver li., over 23 years of age, well groomed, write, read & speak English as primary language. We offer good benefits, and salary commensurate with experience, will train right candidate. Please apply to; unicarrier@aol.com

Contact: UNI-CARRIER, INC.
Address: P.O. BOX 794, Westmont, IL 60559
Phone: (630)434-7000

Expires: 08/26/2015
Job ID: 4112856
Job Title: Optician/Ophthalmic Tech Position
Company: Forzley Eye Clinic
Job Type: Part Time
Degrees Wanted: Certificate
Majors Wanted: Ophthalmic Technician
Job Target: Any Job Target
Location: Lemont, IL
Salary: compensation: to be discussed
Job Description: Part-time, 25-30 hrs./wk. Position requires experience in pre-testing patients, visual field testing, CL training, dispensing and adjusting glasses, and frame selection. Ability to multi-task in a friendly, professional environment. Must enjoy working with people and have a flexible schedule. Evenings and Saturdays required.

Application Instructions: Please e-mail your resume to Dr. Sam Forzley at forzleyeye@aol.com

Contact: Sam Forzley
Address: 1192 Walter St Suite A, Lemont, IL 60439
Phone: 630.243.2020
Fax: 630.243.1100
Email: forzleyeyeclinic@gmail.com

Expires: 08/26/2015
Job ID: 4112870
Job Title: Ophthalmic Tech/optician
Company: Forzley Eye Clinic
Job Type: Full Time
Location: Lemont, IL 60439
Salary: $13-$16 / hr

Job Description: Forzley Eye Clinic has a Full time opportunity position for an Ophthalmic Tech/Optician. Looking for an outgoing professional individual to work in a busy optometric practice. Histories, refraction, OCT, visual fields. Willing to cross train. Must be able to work Evening and Saturday's. Great opportunity for the right person in a great environment with a great staff.

Job Requirements: Must be able to communicate well with patients and a positive attitude.

Application Instructions: E-mail your resume to Dr. Sam Forzely at Forzleyeye@aol.com

Contact: Sam Forzley
Address: 1192 Walter St Suite A, Lemont, IL 60439
Phone: 630.243.2020
Fax: 630.243.1100
Email: forzleyeye@aol.com

Expires: 08/26/2015
Job ID: 4112894
Job Title: Home Loan Advisor / Inside Sales
Company: Royal United Mortgage
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Location: Schaumburg, IL 60173
Salary: $30K Base + Bonus

Job Description: Congratulations on your College Graduation. Are you having difficulty figuring out exactly what you want to do now? Do you have a need to start earning right away? Do You Like the Idea of Helping People Make Decisions That Positively Impact Their Lives? Do You Like the Idea of Working in a High Energy Environment Surrounded by Great People Like Yourself? Do You Like the Idea of Working for a Company that Supports Your Personal Growth and Success? Then take the time to research Royal United Mortgage; named one of Indy's top places to work 5 years in a row. We are seeking Great People for our Home Loan Advisor position. Royal United Mortgage offers the following benefits: * An opportunity to determine your income level based on your results and quality of work * No Cold calling - an opportunity to work with customers who expect you to call them * New Hire and Ongoing Training Programs - both classroom and mentor to student curriculums * Multiple career growth and development opportunities * Fun, energetic workplace * Tuition Reimbursement programs * Full Benefits Plan which includes: o 401k o Medical o Dental o Vision o Life Insurance o S/L Disability o Gym Membership paid for And so much more

Job Requirements: * Bachelor's Degree required * Ability to multi-task and work independently while paying attention to detail * Strong listening, analytical thinking, planning, prioritization and execution skills * Ability to work in a high energy, high-pace environment and maintain your focus * Exceptional verbal and written communications skills

Contact: Anitra Carter
Address: 1300 E. Woodfield Rd. Suite 201, Schaumburg, IL 60173
Phone: 317-664-7228
Fax: 317-550-3419
Email: Recruiting@royalunitedmortgage.com
Apply Online: https://royalunitedmortgage.com/careers/

Expires: 08/26/2015
Job ID: 4112922
Job Title: Certified Nursing Assistant PRN
Company: Oak Brook Care
Job Type: Part Time
Degrees Wanted: Certificate
Majors Wanted: Nursing
Location: Oak Brook, IL 60523
Salary: TBA

Job Description: Assists professional nursing staff by performing routine duties for (residents),(patients) works under the supervision of professional staff.

Job Requirements: MUST BE CERTIFIED
Application Instructions: For immediate consideration please come in person to fill out an application.
Contact: Lynnea Franson
Address: 2013 Midwest Road, Oak Brook, IL 60523
Phone: (630) 495-0220
Fax: (630) 495-8796

Expires: 08/26/2015
Job ID: 4112923
Job Title: Certified Nursing Assistant 2nd shift 3p - 11p
Company: Oak Brook Care
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted: Nurse Assistant
Job Target: Any Job Target
Location: Oak Brook, IL 60523
Salary: TBA
Job Description: Assists professional nursing staff by performing routine duties for resients/patients. Works under supervision of professional staff.
Job Requirements: Have patience, tact, and courtesy in dealing with others. Ability to observe changes in residents' condition. Emotional stable to deal with death and dying. Knowledge of the aging process and the desire to work with the elderly. Display flexibility with job responsibilities.

Application Instructions: Applicant must come in and fill out application on site. Resumes can be submitted Oak Brook Health Care Centre 2013 Midwest Road Oak Brook, Illinois 60523 630-495-0220 Between 22nd and Butterfield.
Contact: Lynnea Franson
Address: 2013 Midwest Road, Oak Brook, IL 60523
Phone: (630) 495-0220
Fax: (630) 495-8796
Email: lfranson@lancasterhealthgroup.com

Expires: 08/26/2015
Job ID: 4112924
Job Title: Housekeeper/Laundry Aide Temp Flexible Schedule
Company: Oak Brook Care
Job Type: Full Time, Seasonal
Location: Oak Brook, IL 60523
Salary:

Job Description: Maintains the cleanliness of the facility and ensuring needed supplies are available. Responsible in maintaining the order of the resident's rooms, includes but not limited to bed making, sanitizing patient equipment and careful washing and returning of resident's personal clothes. Laundry: Responsible for laundering of all linens for the facility and resident personal clothing. Transports clean laundry to all linen rooms and residents rooms.

Job Requirements: Must be able to tolerate moderate lifting, bending, stooping, and sitting, standing at various intervals during the day. May be exposed to high temperatures and humidity. Must have a basic understanding of soaps and bleaches. Must have working knowledge of basic laundry processes, equipment, and procedures for washing linen and personal clothing. Must be able to identify different colors, as well as stains and degrees of soil.

Application Instructions: Oak Brooks preference is to fill out an application on site.

Contact: Lynnea Franson
Address: 2013 Midwest Road, Oak Brook, IL 60523
Phone: (630) 495-0220
Fax: (630) 495-8796
Email: lfranson@oakbrookcare.com

Expires: 08/26/2015
Job ID: 4112925
Job Title: Certified Nursing Assistant 1st shift
Company: Oak Brook Care
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted: Nurse Assistant
Job Target: Any Job Target
Location: Oak Brook, IL 60523
Salary: TBA

Job Description: Assists professional nursing staff by performing routine duties for residents/patients. Works under supervision of professional staff.

Job Requirements: Have patience, tact, and courtesy in dealing with others. Ability to observe changes in residents' condition. Emotional stable to deal with death and dying. Knowledge of the aging process and the desire to work with the elderly. Display flexibility with job responsibilities.

Application Instructions: Please come in and fill out application on site. Oak Brook Health Care Centre 2013 Midwest Road Oak Brook, Illinois 60523 630-495-0220 Between 22nd and Butterfield.

Contact: Lynnea Franson
Address: 2013 Midwest Road, Oak Brook, IL 60523
Job ID: 4112926  
Job Title: Certified Nursing Assistant 1st and 2nd shifts  
Company: Oak Brook Care  
Job Type: Full Time  
Degrees Wanted: Certificate  
Majors Wanted: Nurse Assistant  
Job Target: Any Job Target  
Location: Oak Brook, IL 60523  
Salary: TBA  
Job Description: Assists professional nursing staff by performing routine duties for residents/patients. Works under supervision of professional staff.  
Job Requirements: Have patience, tact, and courtesy in dealing with others. Ability to observe changes in residents' condition. Emotional stable to deal with death and dying. Knowledge of the aging process and the desire to work with the elderly. Display flexibility with job responsibilities.  
Application Instructions: Please come in and fill out application on site. Oak Brook Health Care Centre 2013 Midwest Road Oak Brook, Illinois 60523 630-495-0220 Between 22nd and Butterfield.  
Contact: Lynnea Franson  
Address: 2013 Midwest Road, Oak Brook, IL 60523  
Phone: (630) 495-0220  
Fax: (630) 495-8796

Job ID: 4123615  
Job Title: Drafter/ Designer  
Company: Interlake Mecalux, Inc.  
Job Type: Full Time  
Degrees Wanted: Associates  
Job Target: Any Job Target  
Location: Melrose Park, IL 60160  
Salary:
**Job Description:** PRINCIPAL RESPONSIBILITIES: * Coordinate proposal generation including creating bills of material, pricing/selecting material, generating layouts/drawings as well as coordinating with Engineering & Installations when required. * Assist in the preparation of fabrication and installation drawings. * Maintain in-house structural design programs. * Interact extensively with external consultants, customers, distributors, installation contractors, project and site managers, plant and sales personnel. * The opportunity to work with a highly qualified/skilled team and on interesting and challenging projects * Other duties as assigned

**Requirements:** * Associate Degree preferred * Technical aptitude * Advanced MS Office skills required; Exposure to AS400 or other ERP systems is preferred; Exposure to AutoCAD is preferred

**Application Instructions:** Please email your resume to hr@interlakemecalux.com

**Contact:** Robin Yoder

**Address:** 1600 North 25th Avenue, Melrose Park, IL 60160

**Phone:** 708-344-9999

**Email:** hr@interlakemecalux.com

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**Expires:** 09/02/2015

**Job ID:** 4123617

**Job Title:** Technical Assistant

**Company:** Interlake Mecalux, Inc.

**Job Type:** Full Time

**Degrees Wanted:** Associates


**Job Target:** Any Job Target

**Location:** Melrose Park, IL 60160

**Salary:**

**Job Description:** PRINCIPAL RESPONSIBILITIES: * Coordinate proposal generation including creating bills of material, pricing/selecting material, generating layouts/drawings as well as coordinating with Engineering & Installations when required. * Assist in the preparation of fabrication and installation drawings. * Maintain in-house structural design programs. * Interact extensively with external consultants, customers, distributors, installation contractors, project and site managers, plant and sales personnel. * The opportunity to work with a highly qualified/skilled team and on interesting and challenging projects * Other duties as assigned

**Requirements:** * Associate Degree preferred * Technical aptitude * Advanced MS Office skills required; Exposure to AS400 or other ERP systems is preferred; Exposure to AutoCAD is preferred

**Application Instructions:** Please email your resume to hr@interlakemecalux.com

**Contact:** Robin Yoder
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Phone: 708-344-9999
Email: hr@interlakemecalux.com

Expires: 09/02/2015
Job ID: 4123618
Job Title: Inside Sales Assistant
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Location: Melrose Park, IL 60160
Salary: $28k-$40k

Job Description: PRINCIPAL RESPONSIBILITIES: * Coordinate proposal generation including creating bills of material, pricing/selecting material, generating layouts/drawings as well as coordinating with Engineering & Installations when required. * Orchestrate regular project meetings internally with Sales and with customers when required. * Provide product application and product orientation training to internal personnel and external customers in order to demonstrate Interlake Mecalux's engineering and manufacturing capabilities. * Provide training, guidance, and support to customers, Area Market Managers, and Account Executives related to estimating/pricing procedures as well as order preparation activities. * Utilize OPC to log and follow up on all leads and quotes that are given to the distributors and internal sales department. Follow established lead generation program guidelines. Monitor all lost projects identifying reason for loss and report back to Area Market Manager. * Visit customers and/or meet with customers as required. * Maintain weekly/monthly sales reports. * Teach and train new associates as they join Engineering, Customer Service, and Sales. * Develop strong professional relationships with key partners in our business, including Sales, Engineering, and Installations. * Resolve customer issues in a timely professional manner, always delivering a consistently high level of customer satisfaction. * Help to develop strategies for assigned territory utilizing organizational directives and sales and market trends to achieve business initiatives, maintain customer satisfaction, and meet customer's needs. * Help to evaluate distributor performance and identify distributor relationships that best meet business goals and objectives. REQUIREMENTS: * Self-motivated and able to work under minimal supervision. * Advanced level of proficiency in MS Excel and PowerPoint. * Familiarity with AutoCAD preferred, but not required. * Strong, polished communication skills. * Excellent analytical and technical aptitude. * Desire to learn about the Material Handling industry. * A customer-focused and "whatever it takes" attitude.

Application Instructions: Please email your resume to Robin Yoder at hr@interlakemecalux.com
Contact: Robin Yoder
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Phone: 708-344-9999
Expires: 09/02/2015
Job ID: 4123678
Job Title: System Assembly and Support Specialist
Company: Show Sage LLC
Job Type: Full Time
Location: Franklin Park, IL 60131
Salary:

Job Description: Show Sage, a growing and fast-paced audio-visual technology company, is seeking a motivated person to serve as a system specialist in support of the company's day-to-day operations. The responsibilities of this full-time role include: -- Assembling servers and related hardware in response to customer orders -- Preparing and testing software images for the company's hardware offerings -- Performing testing and other QA activities on customer orders prior to shipping -- Establishing and maintaining benchmarking metrics for the company's hardware offerings -- Packing customer orders and preparing shipping information -- Providing technical support to customers and maintaining the corresponding service ticket documentation -- Troubleshooting and repairing customer equipment received through the company's RMA process -- Conducting internal R&D projects to help further the company's product offerings -- Working with suppliers to return and replace defective components -- Supporting inventory management activities such putting away inventory receipts, tracking withdrawals and cycle counting -- Maintaining the company's inventory of rental equipment -- Routinely evaluating key components for end-of-life status and identifying candidate replacements -- Other tasks as requested by company management

Job Requirements: The ideal applicant will possess the following skills: -- Knowledge of computer design, components and assembly -- Knowledge of Microsoft Windows installation and tuning -- Knowledge of high-end graphics cards and their control software -- Experience designing and building high-end PC gaming systems -- Proficiency in troubleshooting and resolving hardware, software and digital media issues -- Proficiency in designing, executing and documenting test plans either for troubleshooting issues or conducting R&D activities -- Proficiency in Microsoft Word, Excel and PowerPoint -- Knowledge of and proficiency with setting up shipments through the FedEx and UPS web sites -- Strong verbal and written communication skills -- Exceptional organizational and coordination skills Qualifications important to the company include: -- Completion of relevant post-secondary technology courses; Associates degree or better preferred -- Prior hands-on experience building and troubleshooting personal or gaming computers -- A passion for solving problems and providing customer service, both internal and external -- The ability to proactively identify tasks to be completed and the self motivation to take initiative -- A strong orientation toward team work and helping others -- Ability to travel to customer sites, sometimes on short notice -- Experience in the A-V industry and with media servers are strong pluses

Show Sage LLC is an Equal Opportunity Employer.

Contact: James V. Testa
Address: 11111 Franklin Ave, Franklin Park, IL 60131
Expires: 09/02/2015
Job ID: 4123973
Job Title: Full & Part Time Assistant Teachers Needed
Company: Elk Grove Township Community Day Care Center
Job Type: Full Time, Part Time
Degrees Wanted: Associates, Certificate
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Elk Grove Village, IL 60007
Salary: based on experience
Job Description: Great job opportunity at a great place! Full & Part Time Assistant Teachers needed immediately at our NAC Accredited Day Care Center located in Elk Grove Village. DCFS Background Check & Physical with TB test required. Gateway Registry Membership & the following trainings are required and must be completed within the first month of employment: DCFS Mandated Reporter, SIDS, Shaken Baby Syndrome, & Welcoming Each & Every Child. EOE. If you are an enthusiastic educator that knows quality child care is important in the lives of children please email your resume and transcripts.
Application Instructions: Please email resume and transcripts to egtdcc@aol.com or contact Linda Neil @ 847-439-5577
Contact: Linda Neil
Address: 711 Chelmsford Lane, Elk Grove Village, IL 60007
Phone: 847-439-5577
Fax: 847-439-5584
Email: egtdcc@aol.com

Expires: 09/21/2015
Job ID: 4107125
Job Title: Certified Nursing Assistant (Home Health CNA)
Company: Safe Life Home Health Care, LLC
Job Type: Full Time, Part Time
Degrees Wanted: Associates, Certificate
Majors Wanted: Nurse Assistant, Nursing
Job Target: Any Job Target
Location: IL
Salary: $20-$25 Per visit
**Job Description:** Definition: Provides skilled personal care and household services for the client in his home. Level of Responsibility: Works under the supervision of the nurse and therapists assigned to the client according to the client's plan of care. Examples of Duties and Responsibilities:

1. Performs all functions outlined in the Home Health Aide Assignment Sheet/Plan of Care.
2. Performs or assists the client with personal hygiene including bathing, hair care, dressing, shaving, oral care, etc.
3. Assists client with positioning, transfers, ambulation, and exercises.
4. Performs or assists client with bowel/bladder care including use of bedpan, perineal care, enemas, suppositories or digital stimulation as ordered, catheter care (not inserting or irrigation), colostomy care (not irrigation), bowel/bladder training programs, collection of specimens, and recording intake and output.
5. Assists clients with medications which are normally self-administered.
6. Performs or assists with treatment procedures including: prevention of decubiti, warm or cool applications, simple unsterile dressing changes, and reinforcing other dressings.
7. Assists with nourishment and fluid needs including preparing meals, feeding client, and offering fluids.
8. Performs household tasks related to client's medical needs including bed linen changes, light housekeeping where client spends most of his time, etc.
9. Takes and records temperature, pulse, respiration, blood pressure, and weight.
10. Observes and reports to the nurse any changes from normal or identified in the plan of care.
11. Reinforces teaching of nurse and therapists or teaches household management techniques.
12. Maintains timely records of home visits.
13. Attends and participates in appropriate client care conferences, staff meetings, and agency committee meetings.
14. Attends appropriate education meetings.
15. Performs other related functions as required.

**Job Requirements:** Completion of an approved CNA training program or equivalent. Valid Drivers License Valid Auto Insurance

**Application Instructions:** Please email us your resumes and or call us at our office to schedule an interview.

**Contact:** Faisal Ishaque
**Address:** 201 Houston St. ste 100, Batavia, IL 60510
**Phone:** 630-406-9325
**Fax:** 630-406-9342
**Email:** safelifehomehealth@gmail.com

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**Expires:** 09/21/2015
**Job ID:** 4107150
**Job Title:** Registered Nurse Home Health
**Company:** Safe Life Home Health Care, LLC
**Job Type:** Full Time, Part Time
**Degrees Wanted:** Associates, Bachelors, License
**Majors Wanted:** Nurse Assistant, Nursing
**Job Target:** Any Job Target
**Location:** IL
Salary: Per Visit: $50-$80

Job Description: Primary responsibilities for Home Health RN include: * Providing direct care to patients within their home * Supervision of care treatment and services of patient care provided by LPNs, HHAs, and other staff on assigned patient * Development, implementation, and evaluation of an individual plan of care for each patient * Thorough assessment and re-assessment of patients needs * Open and on-going communication with hospital departments to ensure patient, staff, and hospital needs are met * Report patient concerns and changes in condition to supervisor and/or physician in a timely manner * Participate in any other activity deemed necessary by your supervisor Salary Per Visit: $50-$80 (Depending on Experience)

Job Requirements: Makes visits in the patients homes, performs head to toe assessments every visit. Teaches regarding medications and assesses their effectiveness. Is respectful of patient's wishes regarding the care plan. Attends new employee orientation, mandatory meetings as scheduled, including Care Conferences. Is available to take call occasionally. Must have an unencumbered RN license in the State of Illinois. Prefer experience in home care, but not required. Must have some level of computer experience.

Application Instructions: Please email or call our office to schedule an in office interview. Mention Elgin Community College as reference. Thank you.

Contact: Faisal Ishaque
Address: 201 Houston St. ste 100, Batavia, IL 60510
Phone: 630-406-9325
Fax: 630-406-9342
Email: safelifehomehealth@gmail.com

Expires: 09/21/2015
Job ID: 4107172
Job Title: LPN Licensed Practical Nurse (Home Health Care)
Company: Safe Life Home Health Care, LLC
Job Type: Full Time, Part Time
Degrees Wanted: Associates, License
Majors Wanted: Nurse Assistant, Nursing
Job Target: Any Job Target
Location: IL
Salary: Per Visit: $30-$55

Job Description: * Provides direct patient care as defined in the state Nurse Practice Act. * Implements plan of care initiated by the registered nurse. * Provides accurate and timely documentation consistent with the plan of care. * Assesses and provides patient and family/caregiver education and information pertinent to diagnosis and plan of care. * Assists the RN in performing specialized procedures and duties. * Participates in coordination of home health services, appropriately reporting the identified needs for other disciplines (HHA, OT, PT,
MSW, ST, Dietician) to the registered nurse and/or Clinical Director. Salary Per Visit: $30-$55 (Depending on Experience)

**Job Requirements:** * Currently licensed in Illinois as a licensed practical nurse or licensed vocational nurse. * Demonstrates good verbal and written communication, and organization skills. * Possesses and maintains CPR certification. * Computer savvy. * Ability to exercise initiative and independent judgment. * Acceptance of the philosophy of Safe Life Home Health Care. * Must be a licensed driver with an automobile, which is in good working order that is insured according to Illinois requirements.

**Application Instructions:** Please email or call us to schedule an interview. Mention Elgin Community College as reference. Thank you.

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**Email:** safelifehomehealth@gmail.com

**Expires:** 09/21/2015
**Job ID:** 4107288
**Job Title:** Administrative Assistant/Office Support Waukegan, IL
**Company:** The Menta Group - IL & AZ
**Job Type:** Full Time
**Degrees Wanted:** Associates, Certificate, Diploma
**Majors Wanted:** Accounting & Business Administration, Office Assistant
**Job Target:** Any Job Target
**Location:** Waukegan, IL
**Salary:** Comparable for area and position

**Job Description:** Lakeshore Academy, an affiliate of The Menta Group, is a Special Education Services school offering elementary, middle, and high school programming to special education students in the northern suburbs of Chicago, Illinois area. Therapeutic and educational services are provided for at-risk and behavior, emotional, developmentally disabled children living in and around the Waukegan/Lake County area. Small class size, intensive clinical services, and a competently trained staff of educators combine to make this a positive and dynamic place to learn. The emphasis is placed on teamwork and creativity to provide this positive environment for our students to excel. The elementary and middle school curricula emphasize real-world, community-based learning. Classrooms are designed to be active learning environments where young people have the opportunity to experience educational and behavioral success on a regular basis. The high school curriculum is intended to aid students in acquiring the knowledge and skills necessary to become eligible for post-secondary education and/or employment. Emphasis is placed on developing a key set of skills that are common across both educational and employment settings. Background: Lake Shore Academy is approved as a nonpublic special


Application Instructions: www.thementagroup.org/careers/apply E-mail resume to mailto: diallo.brown@menta.com Fax: 847-599-1680
Contact: Charles F. Hejny
Address: 195 N. Poplar Road, North Aurora, IL 60542
Phone: 630-907-2400
Fax: 630-907-0197
Email: chuck.hejny@menta.com
Apply Online: http://www.thementagroup.org/careers/apply

You may apply for these positions and more at the following Web address:

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